Copy Print Fax Scan Network

USB Print / Scan Easy Security Duplex Fast

MFX-C2280/C2880/C3680

SCAN

Feature Overview

MFX-C2880

MFX-C2280

MFX-C3680

BUSINESS-CLASS DOCUMENT SOLUTIONS

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Enable Scan-to-USB

WHAT & WHY

"Scan-to-USB" feature allows you to scan your originals to your USB device through the MFP.

It is a fast and easy way of converting your hard copies to electronic format and store them.

PRECAUTIONS

Scanned data is stored directly to external memory.

System setting changes required to support this function.

Compatible External Memory

- USB Memory formatted as FAT32 required.
- Use devices that draw up to the rated power consumption (0.5A) in the USB Port.

USB Hard Disks are NOT supported

- Cannot use devices that draw more than the rated power consumption.

Protective Function

- If USB device draws more power than the USB port, system protective function will disable USB functions.

Prohibited actions

- Do not remove external memory while data is being saved (or printed).
- Do not use 2 USB memory devices at the same time.
- Do not use a USB hub.

APPLICATION

Your customer travels constantly to attend meetings. During these meetings, several printed reports are distributed to participants. The weight of the reports is too much for carry-on luggage. Transfering the reports to digital format will allow your customer to easily carry everything back to their home office.

HOW TO ENABLE SCAN-TO-USB "EXTERNAL MEMORY FUNCTION SETTINGS"

Pre-requisites

You will need a USB Thumb Drive and a hard copy original.

1. Press the **Utility** icon on the **LCD Home Screen** (Press the **Menu** key to set the Home Screen if necessary).
2. Touch **#3 Administrator Setting**.
3. Enter the administrator password: **1234567812345678**.
4. Press **OK**.
5. Touch **#1 System Settings** tab.
6. Touch **#0 User Box Settings** tab.
7. Touch **#7 External Memory Function Settings**.
8. Touch **Save Document** tab. (This will allow you to Scan-to-USB).

   Other Options here are:
   Print Document (this will allow you to print from the USB thumb drive)
   External Memory Document Scan (this will allow you to take a document from a USB thumb drive and save it in a User Box on the MFP).
9. Touch **ON**.
10. Touch **OK**.
11. **Close** until you return to the **Home** screen.

LEGAL VERTICAL MARKETS

Useful Tips:

- For the legal professional who obtain hard copies on a daily basis, and often need to carry these documents home, being able to scan documents on the go onto a USB drive is a good feature.

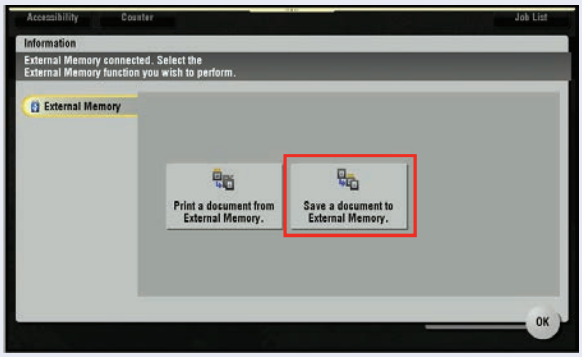
Scan-to-USB Procedure

HOW

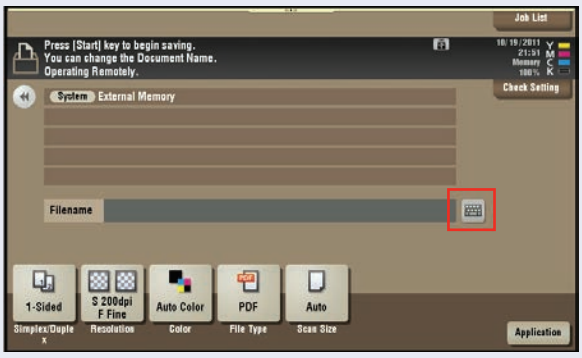
Pre-requisites

You will need a USB Thumb Drive and a hard copy original.

1. Plug in your **USB Thumb Drive** into the USB port on the front right corner of the MFP.
2. An icon comes up on the MFP that tells you an external memory is connected.
3. Place your original on the **Dual Scanner** or **RADF**.
4. Touch **Save a Document to External Memory** icon.



5. Touch **File Name Keyboard** icon.



6. Press **C** to clear the name assigned by the machine.
7. Type **"test."**
8. Touch **OK**.

9. Touch **File Type** tab.
10. Select **JPEG** as file type.
11. Touch **OK**.
12. Press **Start** button to scan your document to the USB Thumb drive.

Device will overwrite the USB document with the scanned document if they have the same name.

SELLING POINTS

- No laptop boot up required.
- Can I have that file? — quick print.
- Load files on thumb drive – go to meeting – download at device – no PC required.
- Real Estate – upload house to prospect.
- Financial/Mortgage – Loan Documents, supporting documentation, capture info, electronic file.
- Legal – in the courtroom – print necessary documents on the spot from files on USB, no need to recess and reconvene just for documentation – reduces court costs.
- Medical vertical – Multiple MFPs not networked, different domains, Scan-Print.
- From USB, Microsoft Briefcase to synch files on thumb drive.
- Local Mom/Pop Stores, UPS stores, PFP applications.
- Me Too!! Toshiba, Sharp etc. already have it.
- Hardcopy to USB for file distribution.
- After a product launch Scan-to-USB will keep my luggage under the airline 50 lb. max.
- No Scan-to-USB in high security area.
- Carry large print files from office to office.
- Portable backup of important job.
- To make it difficult for thieves, when public user is ON – external memory must be OFF.

Set-Up Scan Program

Pre-requisites

This job shop instructs you on how to set up commonly used scan settings as a program button that can be recalled and used without any additional set-up.

APPLICATIONS

The PROGRAM functionality allows a “one touch” key to be programmed for frequently used job parameters. These “one touch” keys can then be given “job names” for easy future access. This feature promotes a “user friendly office environment” for the end-users. Up to 30 job programs can be stored.

Sales people often refer to this feature as “demo in a box” because it increases the ease of operation during a selling demonstration. Rather than taking a potential client through the multiple steps required to complete a job, saving these steps into a PROGRAM and naming the job “Mortgage Application,” “Student Records” etc, demonstrates “ease of use” for the client.

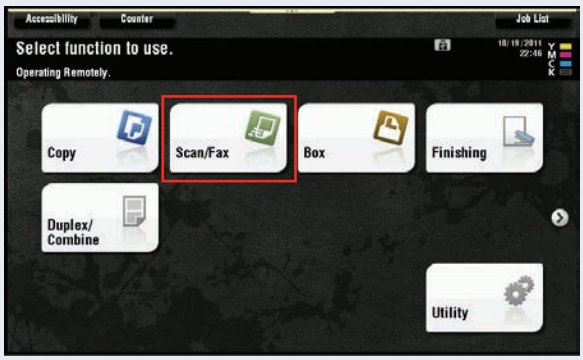
Steps/Keystrokes:

Setting up the Scan job parameters

If not on the **Home** screen touch the **Menu** key on the **Control Panel** .

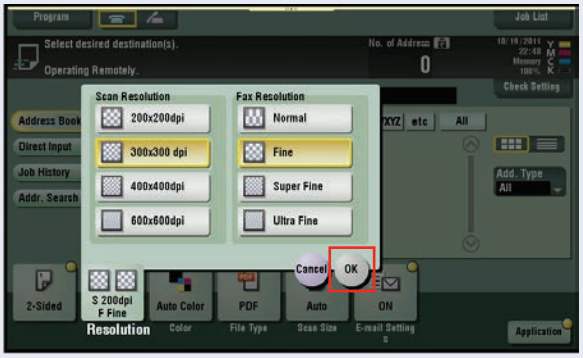
1. Touch the **Scan/Fax** icon.

   If already on the Scan/Fax screen press the “Reset” Key before beginning this job shop.

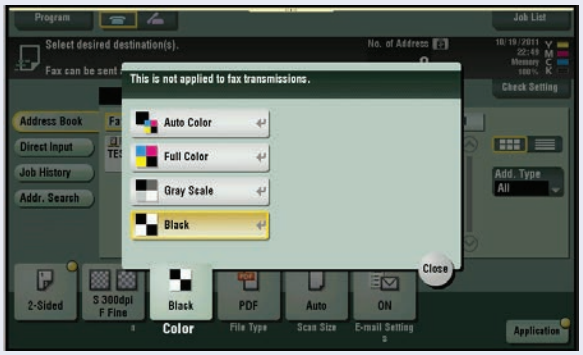


2. Touch **Simplex/Duplex** tab.
3. Select **2-Sided**.

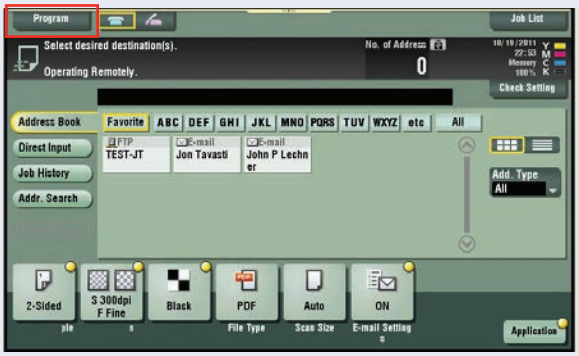
4. Touch **Resolution** tab.
5. Select **300 x 300**.
6. Touch **OK**.



7. Touch **Color** tab.
8. Select **Black**.



9. Touch **Program**.



10. Touch any key labeled **Not Registered**.
11. Touch **New**.

12. Touch **Name keyboard** icon and input **Job Name Mortgage Application**.
13. Touch **OK** 2 times.
14. Touch **Close**.

To Retrieve Job

From the Scan/Fax screen Press the "Reset" Key before beginning the following exercise.

15. Insert multi-page document on the **Dual Scanner** or **RADF**.
16. Touch **Program**.
17. Touch **Mortgage Application** (Pre-Programmed Job).
18. Touch **Recall**.

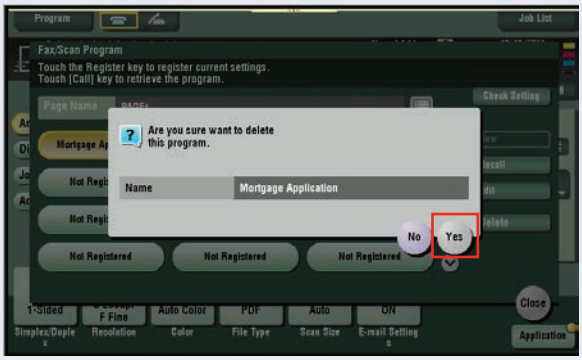
19. Select a desired scan location **example:** Email address or Scan-to-SMB location.
20. Touch **Start**.

Deleting a Pre-Programmed Job

Press the "Reset" Key before beginning the following exercise.

21. Touch **Program**.
22. Touch the **Pre-Registered Copy Program** (in this case **Mortgage Application**).
23. Touch **Delete**.

24. Touch **Yes** when prompted *"Are you sure you want to delete this copy program?"*
25. Touch **Close**.



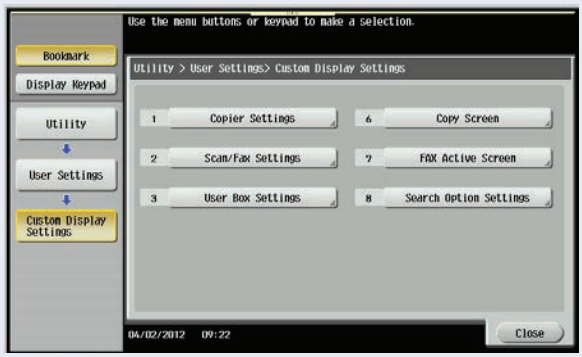
SELLING POINTS

- Frequently used job parameters can be retrieved quickly and easily.
- Easy access to specific job parameters increases productivity.
- User Friendly.

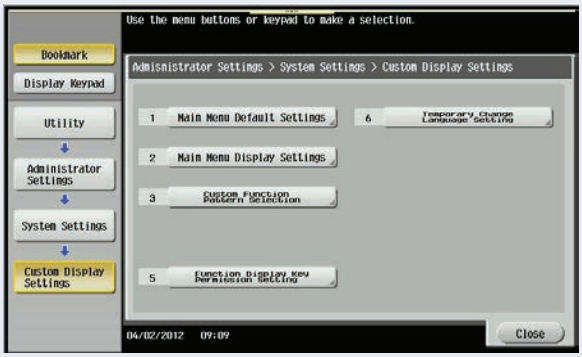
Customizing Scan Screen Function Keys

All of the function keys that appear along the bottom of the Copy and Scan screens can be arranged to the user's preferences. The ability to do this is disabled when the MFP is shipped and has to be turned on. To determine if this function is enabled, touch the **Utility** key and then the **Custom Display** key. If options #4 and #5 are not present, then start at step 1. If those keys are present, then start at step 10.

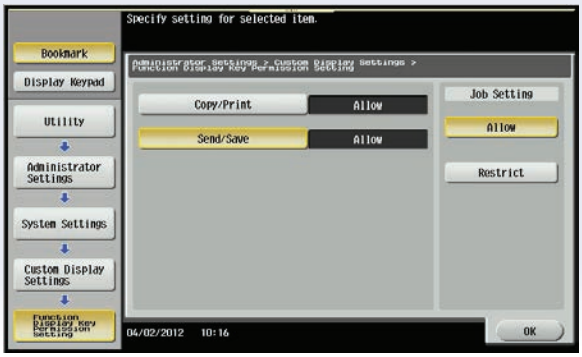
1. If not on the **Home** screen Touch the **Menu** hard key on the **Control Panel** .
2. Touch the **Utility** icon.
3. Touch the **#3 Administrator Settings** key, enter **1234567812345678** and touch **OK**.



4. Touch the **#1 System Settings** key and press the **Forward** arrow twice to get to the 3/3 screen.
5. Select **#4 Custom Display Settings**.
6. Select **#5 Function Display Key Permission Settings**.
7. Touch the **Copy/Print** key and select **Allow**.



8. Touch the **Send/Save** key and select **Allow**.



9. Touch **OK** twice and **Close 4 times** to return to Main Screen.

   NOTE: This only gives permission to make changes to the Copy and Scan function keys. The actual customization is done from another screen.

10. If not on the **Home** screen Touch the **Menu** hard key on the **Control Panel** .

11. Touch the **Utility** icon.

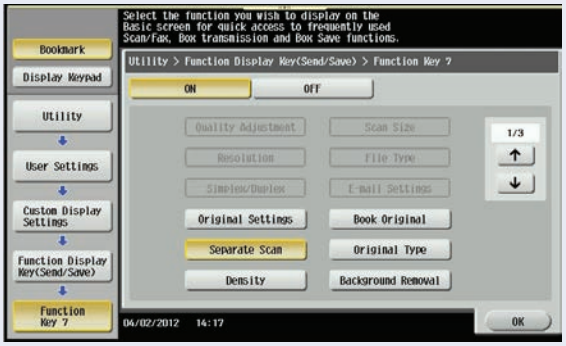
12. Select **#2 User Settings**.

13. Touch **#2 Custom Display Settings**.

14. Touch **#5 Function Display Key (Send/Save)**.

15. Scroll to screen 2/2 and select **Function Key 7** and touch **ON**, then touch **OK**. If the Key is already turned on, then proceed to the next step.

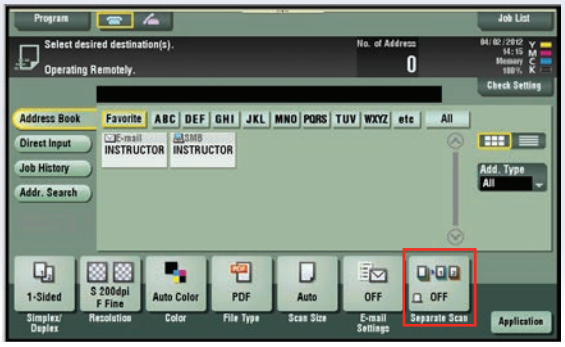
16. Select **Separate Scan**, then touch **OK**. If that selection is already chosen, then select another function and touch **OK**.



17. Touch **Close 4 times** to return to the main screen.

18. If not on the **Scan** screen, touch **Scan** on the home screen. Observe that the #7 function key is now changed to your selection.

    To restore the device to its original settings, repeat steps 10–16. Turn **Function Key 7** off or return it to the same setting it was at the beginning of this exercise.



Scan-to-PDF/A

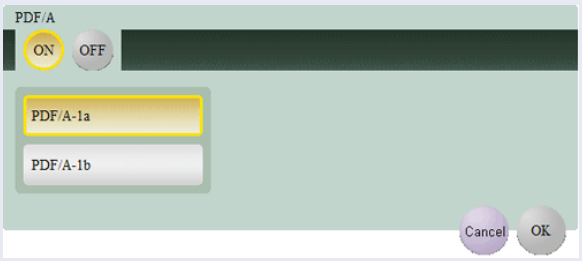
Pre-requisites:

APPLICATION

Creating PDF/A files is critical to customers who need to maintain the integrity of a PDF file. PDF/A is a popular PDF format file type that is desired for long-term digital archiving. This file format is a document management standard ISO 19005 established by the ISO (International Organization for Standardization) in an effort to address the increasing need to maintain the integrity of electronic documents over long periods of time.

If not on the **Home** screen touch the **Menu** key on the **Control Panel** .

1. Touch the **Scan/Fax** icon.
2. Touch **File Type**.
3. Touch **PDF or Compact PDF**.
4. Touch **PDF Detail Setting**.
5. Touch **PDF/A**.
6. Touch **ON**.
7. Touch **PDF/A-1a** (or **PDF/A-1b)**.
8. Touch **OK** 3x.
9. Select destination.
10. Press **START**.



LEGAL VERTICAL MARKETS

Useful Tips:

- Lawyers, paralegals, court officers, judges and other legal representatives can rest assured that any law documents, evidence or files that exist in a PDF format have preserved all information associated with the file even over extended periods of time.

continued

LEGAL VERTICAL MARKETS
continued

- The PDF/A file format standard was established to preserve the visual appearance of the electronic document over the course of time and to enable future access to these files regardless of the technology to come. The information that needs to be accessible includes content (text, raster images vector graphics), fonts and color.
- To ensure compatibility in the future and the "self-containment" of the file, the ISO 19005 standard stipulates that 1) Metadata must be embedded about the electronic document and 2) The logical structure and semantic properties of the electronic document must be defined.
- Federal Courts are moving to PDF/A filings in an effort to maintain the integrity of the document.

PDF/A PROVIDES THE FOLLOWING TWO COMPLIANCE LEVELS:

PDF/A-1b: Stipulates that the same visual quality should be assured even if a PDF file is displayed using any hardware or software product and also that meta-data should be embedded in a PDF file. This level restricts functions such as encryption, LZW compression, and use of a transparent text.

PDF/A-1a: Stipulates that tags should be set to describe a logical structure of a document and also that fonts should be embedded in a PDF file as well as the requirements defined in PDF/A-1b.

A PDF/A-based PDF file created on this machine is subject to the following restrictions:

- Not possible to encrypt a PDF file.
- Not possible to add an electronic signature to a PDF file.
- Not possible to create a searchable PDF file.
- Not possible to use Stamp Combine in multiple languages.

Scan-to-Linearized PDF

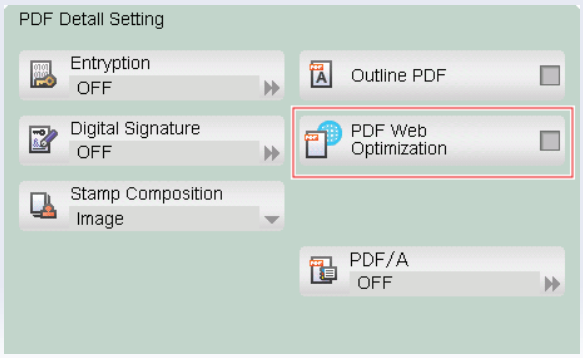
Pre-requisites:

BUSINESS APPLICATION

In today's world, almost every work environment, business, organization, etc. has a web site and in many instances, customers have to post files that only exist in hard copy format. This means they have to scan the file to create an electronic version to post. When a Linearized PDF file is posted on a web site, the first page is loaded so the viewer can begin to read and review the file while the subsequent pages are loaded. If a non-Linearized PDF file is posted, the viewer has to wait until all pages are loaded before they can begin reading the first page.

If not on the HOME screen touch the MENU key on the Control Panel .

1. Touch the **Scan/Fax** icon.
2. Touch **File Type**.
3. Touch **PDF** or **Compact PDF**.
4. Touch **PDF Detail Setting**.
5. Touch **PDF Web Optimization**.
6. Touch **OK 2x**.
7. Select **Destination**.
8. Press **Start**.



EDUCATIONAL VERTICAL MARKETS

Useful Tips:

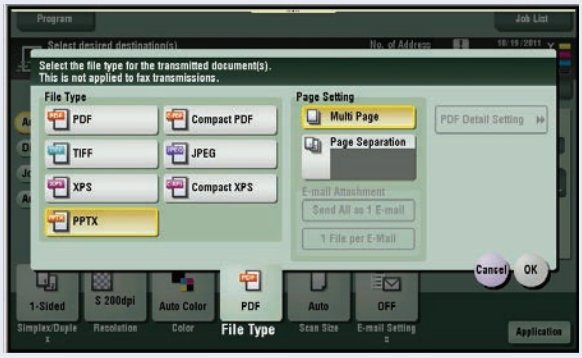
- Teachers have older text books and other resource materials that only exist in hard copy format. They are able to scan these documents and post them on their web site for student or parent access.

Scanning to Powerpoint

Business Application: The Scan to Powerpoint function makes it possible to scan hard copy documents and convert them to Powerpoint slides than can be easily inserted into a presentation.

If not on the **Home** screen touch the **Menu** key on the **Control Panel** .

1. Touch the **Scan/Fax** icon.
2. Touch **File Type**.
3. Select **PPTX**.
4. Touch **OK**.
5. Select **Destination**.
6. Press **Start**.



EDUCATIONAL VERTICAL MARKETS

Useful Tips:

- Teachers and professors can quickly scan hard copy documents and convert them to Powerpoint slides and then send them to a USB attached to the MFP for last-minute use in a presentation.

Sort Scan Addresses by Category Name

Pre-requisites:

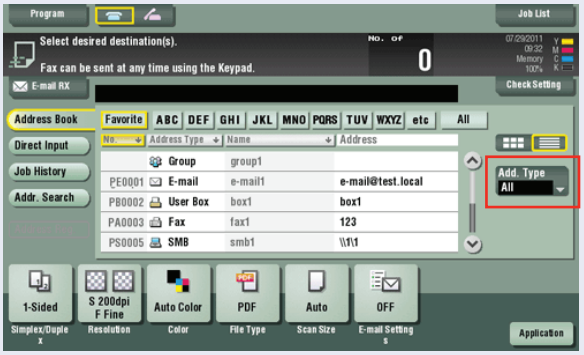
Scan (Email, FTP, SMB, etc.) and Fax Addresses must be pre-registered.

APPLICATION

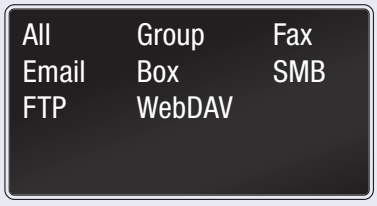
MFP is located in a large workgroup or a visitor to the department has to perform a scan or fax operation. There are hundreds of scan and fax destinations registered on the device. Though the destinations are logically organized, the end user wants a simple way to find the destination they need.

If not on the **Home** screen touch the **Menu** key on the Control Panel .

1. Touch the **Scan/Fax** icon.
2. Touch **Add Type** (Address Type).



3. From the menu that appears, touch the **Address Type** desired.



4. Touch **Email** to display all Email addresses stored on the MFP (or touch Fax, Box, SMB, FTP, etc.).

   Only the addresses that match the Address Type selected will be displayed. If you select **ALL**, then all the destinations that have been registered on the MFP, regardless of type, will be displayed.

Display Addresses by List or Button Images

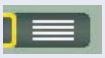
Pre-requisites:

Scan (Email, FTP, SMB, etc.) and Fax Addresses must be pre-registered.

APPLICATION

MFP is located in a large workgroup or a visitor to the department has to perform a scan or fax operation. There are hundreds of scan and fax destinations registered on the device. Though the destinations are logically organized, the end user wants a simple way to find the destination they need. Some users prefer to view the registered destinations in list form and others in button or one-touch key form.

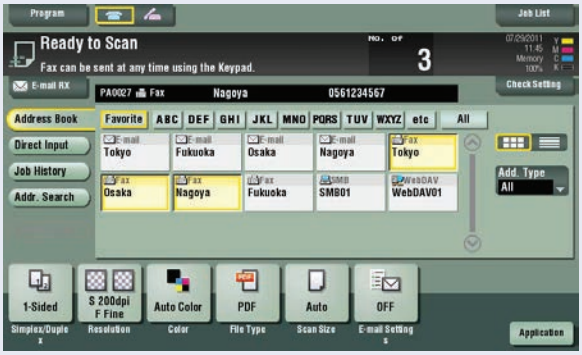
If not on the **Home** screen touch the **Menu** key on the Control Panel .

1. Touch the **Scan/Fax** icon.
2. Touch the  icon to view the addresses in list form.

3. Touch the icon to view the button images (one-touch key layout).

   You can select the desired destination from either display.

4. Press **Start**.



Searching for Destinations — Address Search or Name Search

Pre-requisites:

Scan and fax destinations must be pre-registered.

APPLICATION

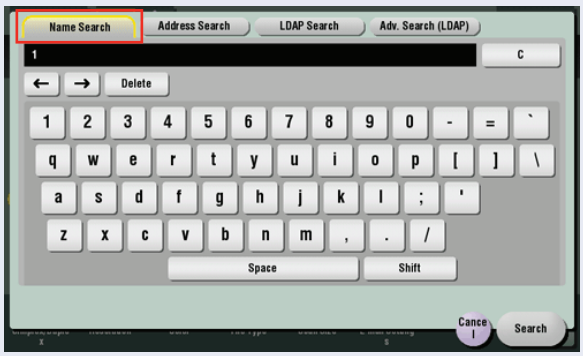
Users want a quick and easy way to find scan (Email, FTP, SMB, etc.) and fax destinations programmed in one-touch keys. The MFP offers two ways to quickly search for destinations that have been programmed. Users can search by address or by name.

NAME SEARCH

If not on the **Home** screen touch the **Menu** key on the Control Panel .

1. Touch the **Scan/Fax** icon.
2. Touch **Addr. Search**.
3. Touch **Search**.

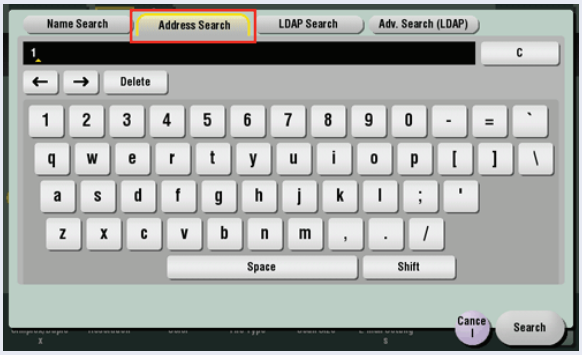
4. Press **Name Search** to search by Name.
5. Enter first few letters of the Email address (or first few digits of a fax number).
6. Press **Search**.
7. Touch the **Desired Destination**.
8. Press **Start** to send.



ADDRESS SEARCH

If not on the **Home** screen touch the **Menu** key on the Control Panel .

1. Touch the **Scan/Fax** icon.
2. Touch **Addr. Search**.
3. Touch **Search**.
4. Press **Address Search** to search by Address.
5. Enter first few letters of the Email address (or first few digits of fax number).
6. Press **Search**.
7. Touch the **Desired Destination**.
8. Press **Start** to send.



Setting Up LDAP Server for LDAP Search from the MFP

Pre-requisites:

LDAP Administrator or IT Representative knowledgeable about the LDAP Server must set up the MFP to integrate with the LDAP Server(s).

To use the LDAP function of an Active Directory server, you must register the DNS server that synchronizes the Active Directory on the MFP before starting the procedure.

To use the LDAP function of the Active Directory server, you must match the date and time of the MFP and Active Directory.

APPLICATION

Users want to access Email Addresses or Fax Numbers via the LDAP Server so that they don't need to manually input (direct input) or access one-touch (requires registration/programming address) keys to distribute information as an Email or a Fax. By accessing the LDAP Server for destination information, users don't have to worry about updating one-touch address information or looking up email addresses or fax numbers for direct input operations. As people come and go, IT is responsible for keeping the LDAP Server up to date.

When a directory server such as an LDAP Server or Active Directory is used to manage users, you can search for a destination (E-mail address or fax number) from the server.

LDAP Settings will vary depending on customer requirements and network environment.

When you use SSL to encrypt a communication with the server; you can make communications more secure. The use of the SSL Protocol is up to each customer.

If not on the **Home** screen touch the **Menu** key on the Control Panel .

1. Touch the **Utility** icon.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **Network Settings**.
5. Touch **LDAP Settings**.
6. Touch **Enabling LDAP**.
7. Touch **ON**.

8. Touch **OK**.
9. Touch **Setting Up LDAP**.
10. Touch a **Non-Registered Key**.
11. Touch **Server Name and** input **Server Name**.
12. Enter **LDAP Settings**.
    a. Max. Search Results (5-1000).
    b. Timeout (5-300 Seconds).
    c. Initial Search Settings.
        i. Touch **Name** and select **OR, AND, STARTS WITH** or **ENDS WITH**.
        ii. Touch **Email** and select **OR, AND, STARTS WITH or ENDS WITH**.
        iii. Touch **Fax Number** and select **OR, AND, STARTS WITH or ENDS WITH**.
        iv. Touch **Last Name** and select **OR, AND, STARTS WITH or ENDS WITH**.
        v. Touch **First Name** and select **OR, AND, STARTS WITH or ENDS WITH**.
    d. Press **Forward (▶▶) Arrow** to access screen 2/2.
        i. Touch **Copy** and select **OR, AND, STARTS WITH or ENDS WITH**.
        ii. Touch **Company Name** and select **OR, AND, STARTS WITH or ENDS WITH**.
        iii. Touch **Department** and select **OR, AND, STARTS WITH or ENDS WITH**.
    e. Press **OK**.
    f. Touch **Change Search Name Attribute** and select **Name** or **Nickname**.
    g. Touch **OK**.
    h. Touch **Search** and touch **ON** or **OFF**.
    i. Touch **Forward (▶▶) Arrow** to advance to screen 2/8.
        i. Touch **Server Address** and input **LDAP Server IP Address** (you can enter an **IPv4** or **IPv6 Address** or **Host Name**).
        ii. Touch **OK**.
        iii. Touch **Search Base** and enter **Search Base**.
        iv. Touch **OK**.

j. Touch **Forward (▶▶) Arrow** to advance to screen 3/8.

   i. Select **SSL Setting** (default is **OFF**; press **ON** if required).
   OR

   ii. Press **Input** (Port Number Section) to enter **Port #**.
   OR

   iii. Press **Input** (Port Number SSL Section) to enter **Port #**.

k. Touch **Forward (▶▶) Arrow** to advance to screen 4/8.

   i. Select **Certificate Verification Level Settings** and touch desired setting for each item.

Expiration Date	Confirm	Do Not Confirm
Key Usage	Confirm	Do Not Confirm
Chain	Confirm	Do Not Confirm
Expiration Date Confirmation	Confirm	Do Not Confirm
CN	Confirm	Do Not Confirm

l. Touch **Forward (▶▶) Arrow** to advance to screen 5/8.

   i. Select **Authentication Type** (Anonymous, Digest-MD5, NTLM v1, Simple, GSS-SPNEG0, NTLMv2).

m. Touch **Forward (▶▶) Arrow** to advance screen 6/8.

   i. From **Server Authentication Method Menu** select **Use Settings**, **Use User Authentication** or **Dynamic Authentication**.

   ii. From the **Select Referral Setting Menu** select **ON** or **OFF**.

n. Touch **Forward (▶▶) Arrow** to advance screen 7/8.

   i. Touch **Login** and enter **Login Name**.

   ii. Touch **Password** and enter **Password**.

   iii. Touch **Domain Name** and enter **Domain Name**.

o. Touch **Forward (▶▶) Arrow** to advance screen 8/8 (proceed to this step if Search Attributes and Authentication have been set).

13. Touch **OK**.

14. Touch **Close 5x**.

NOTE: LDAP Service can also be set up using PageScope Web Connection.

Performing an LDAP Search — LDAP Search & Advanced LDAP Search

Pre-requisites:

LDAP Server Settings must be set on MFP and LDAP Server must be configured to recognize MFP. This requires LDAP Administrator and/or IT intervention.

APPLICATION

When using the LDAP server or Active Directory of Windows Server, the LDAP search function allows users to search for an E-mail address through the server. Users want to access Email Addresses or Fax Numbers via the LDAP Server so that they don't need to manually input (direct input) or access one-touch (requires registration/ programming address) keys to distribute information as an Email or a Fax. By accessing the LDAP Server for destination information, users don't have to worry about updating one-touch address information or looking up email addresses or fax numbers for direct input operations. As people come and go, IT is responsible for keeping the LDAP Server up to date, not the end user, key operator or system administrator.

There are two ways to perform an LDAP Search. First, you can use **Address Search** whereby an Email address or a fax number is searched by a single keyword. Second you can use the **Advanced LDAP Search** in which an Email Address or fax number is searched by a combination of keywords from different categories.

LDAP SEARCH

If not on the **Home** screen touch the **Menu** key on the Control Panel .

1. Touch the **Scan/Fax** icon.
2. Touch **Addr. Search**.
3. Touch **Search**.

4. Touch **LDAP Search**.
5. Enter **Keyword**.
6. Press **Search**.
7. Select **Desired Destination** from the search results.
8. Press **Start** to send.

ADVANCED LDAP SEARCH

If not on the **Home** screen touch the **Menu** key on the Control Panel.

1. Touch the **Scan/Fax** icon.
2. Touch **Addr. Search**.
3. Touch **Search**.

4. Touch **Adv. Search (LDAP)**.
5. Enter **text** in desired **Search Criteria** (you can search by Name, Email, Fax Number, Last Name, etc. or using a combination of search criteria — Name and City, Name, City and Company Name, etc.).

- Touch **Name** and name field will be checked ☑.
- Touch keyboard symbol (to the right of the field name) and enter **Name**.

6. Touch **OK**.
7. Press **Search**.
8. Select the **Destination** from the search result.
9. Press **Start** to send.

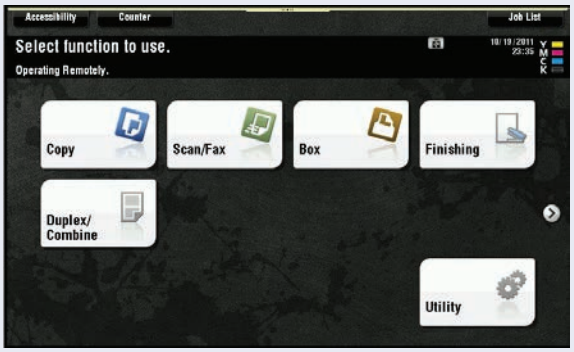
Change Default Scanner Settings

This exercise demonstrates how users can customize their default scanner settings on the MFP Control Panel to fit their business needs.

APPLICATION

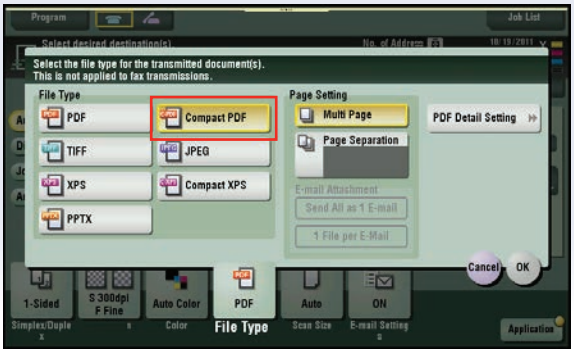
This law firm scans large color files that need to be compact in size but must also be scanned at 300 x 300 dpi to ensure the courts will accept the quality of these image files. The owner wants her bizhub always set to scan in color at 300 x 300 dpi and with the File Type Compact PDF.

1. If not on the **Home** screen press the **Menu** key .
2. Select the **Scan/Fax** icon on the **Home** screen.

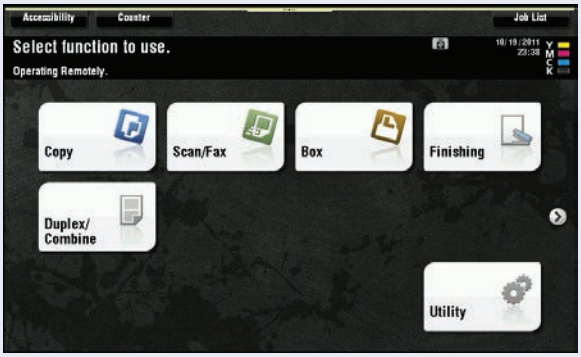


3. Touch **Resolution** tab.
4. Select **300 x 300**.
5. Touch **OK**.

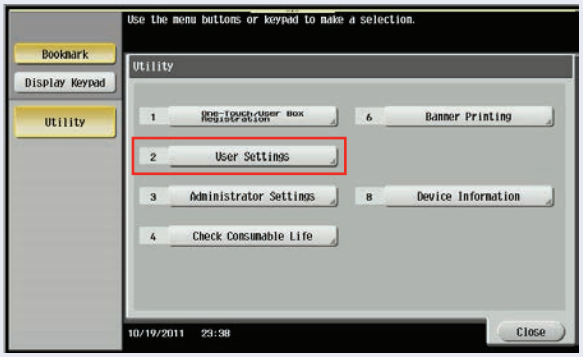
6. Touch **File Type** tab.
7. Select **Compact PDF**.
8. Press the **Menu** key to return to the **Home** screen.



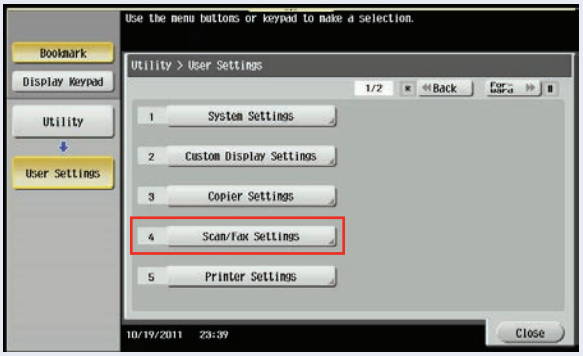
9. Select the **Utility** icon.



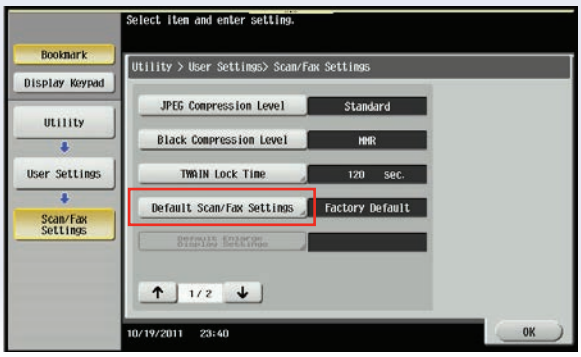
10. Select **#2 User Settings** on the **Control Panel** touch screen.



11. Then select **#4 Scan/Fax Settings.**



12. Select **Default Scan/ Fax Settings**.



13. Select **Current Setting**.
14. Select **OK** twice. Then select Close twice.
15. Press **Reset**.

16. Notice that your scanner defaults have changed to **Resolution**, **300 x 300** and **File Type**, **Compact PDF**.

Real Time Preview and Editing of Scan Job

Business application: Allows the user to preview and edit a scan job before sending and to add more pages if desired.

Pre-requisite

A one touch Email or SMB button should be registered on the device in your office or showroom for demonstration purposes. If none are registered on the device, please refer to the Job shop titled:

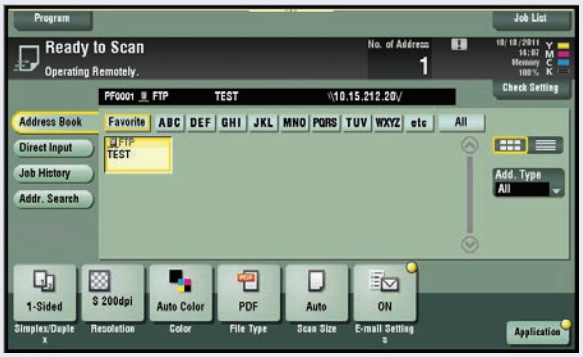
"Registering an Email One Touch Button through Web Connection"

You will need a 6 page original document size (8.5" x 11").

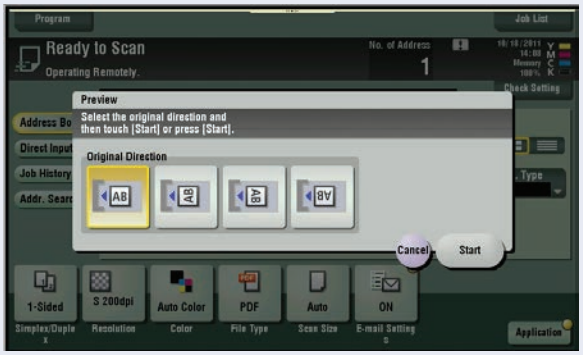
If not on the **Home** screen touch the **Menu** key on the **Control Panel** .
Touch the **Scan/Fax** icon.

1. Place **4 Originals** in the **Document Feeder**.
2. Select a **Registered One Touch Destination**.

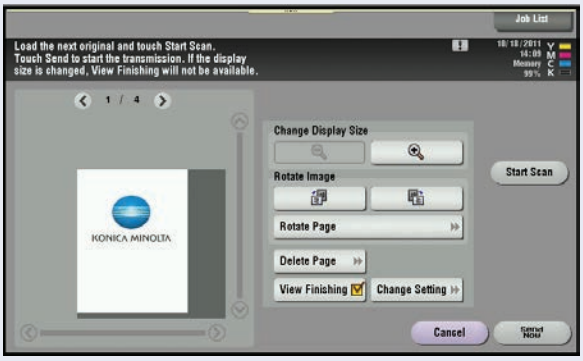
   The file can be sent as an SMB scan, FTP scan or EMAIL attachment.



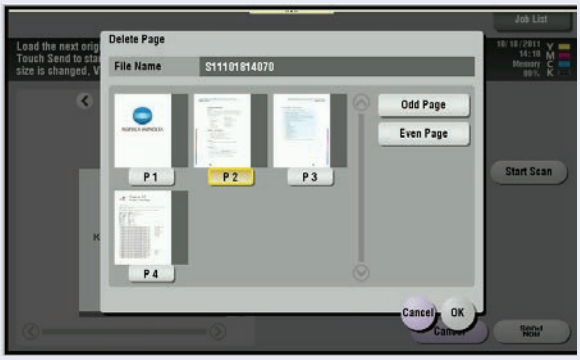
3. Press the **Preview** button on the side of the **Control Panel**.



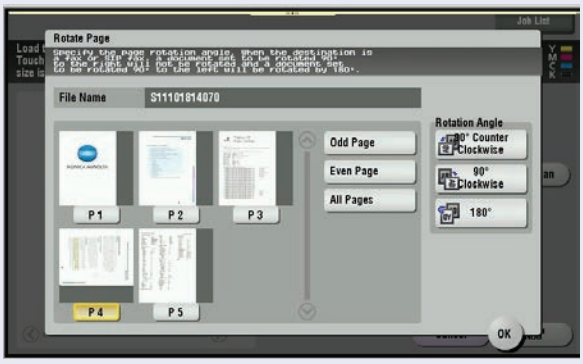
4. Select the icon that matches the direction of the originals that are in the document feeder.



5. Touch **Start** on the **Touch Panel** or press the **Start** button. Observe that the image on the screen is the 4 originals that were just scanned. Scroll through the pages on the screen.



6. Touch **View Page**.
7. Touch the **Zoom** key .
8. Touch **Delete Page**.
9. Select **Page 2** and touch **OK**.
10. Confirm that you want to delete the page by touching **YES** when prompted.



11. Place **2 More Pages** in the **Document Feeder**.
12. Touch **Start Scan** on the **Touch Panel.** Scroll to view the new pages that are now visible on the screen.
13. Touch **View Page**.
14. Touch the **Zoom** key .
15. Touch **Rotate Page**.

16. Select **Page 4**.
17. Select the **Rotation Angle** as **90° Clockwise**.
18. Touch **OK**.
19. Touch **Send Now** or press the **Start** button to send the document as previewed on the panel.

LEGAL VERTICAL MARKETS

Useful Tips:

- The legal professional spends an abundant amount of time scanning documents at the MFP and being able to preview the important documents before they go to court or to other attorney's offices would be a time saver and being able to add/delete pages at the MFP is great.

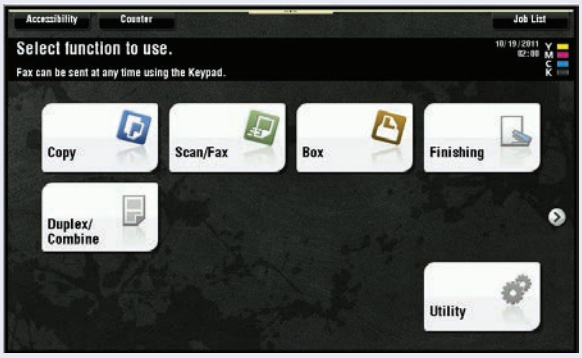
Create a Password Encrypted PDF File Type/ Send via Email

Pre-requisites:

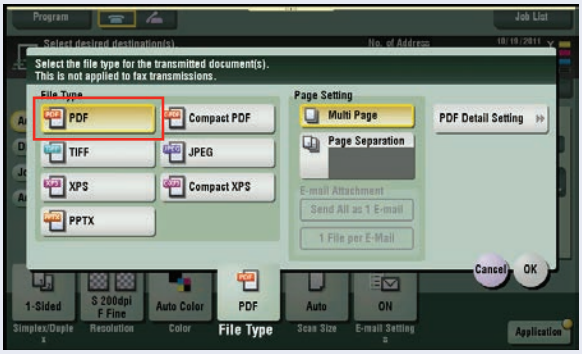
Create an **Email Destination One-Touch** button prior to beginning the job shop. Confirm that print from **Web Connection** is set to **Yes** in the **Printer Settings** under **Administrator Settings**.

CREATE A PASSWORD ENCRYPTED PDF FILE TYPE

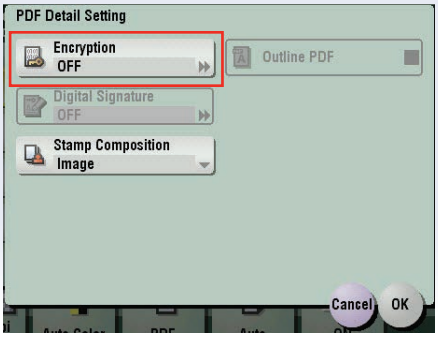
1. Load **Original**.
2. Press **Scan/Fax** icon.



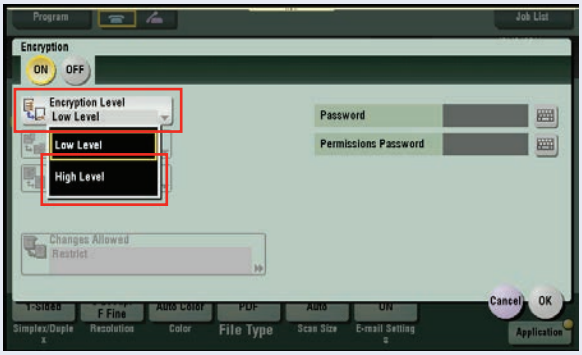
3. Touch **File Type**.
4. Select **PDF** as file type if not already set as default.
5. Touch **PDF Detail Setting**.



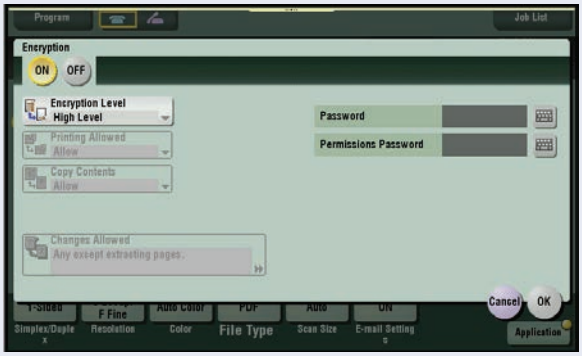
6. Touch **Encryption Off**.



7. Turn **ON**.
8. Touch **Encryption Low Level**.
9. Select **High Level**.



10. Touch **Password Keyboard** icon. Enter document changing permissions password. Enter **X**.



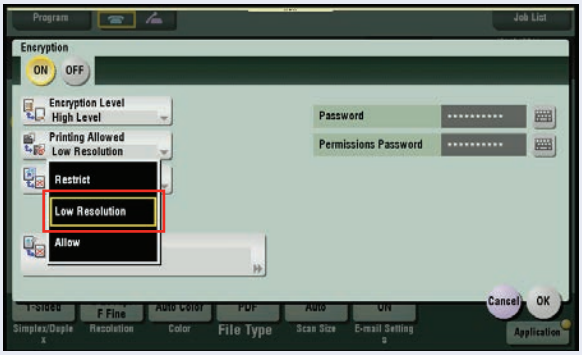
11. Touch **Password Confirmation.** Enter **X**.
12. Touch **OK**.
13. Touch **Permissions Password Keyboard** icon**.** Enter password for recipient to open document. Enter **Y**.

14. Touch **Password Confirmation.** Enter **Y**.

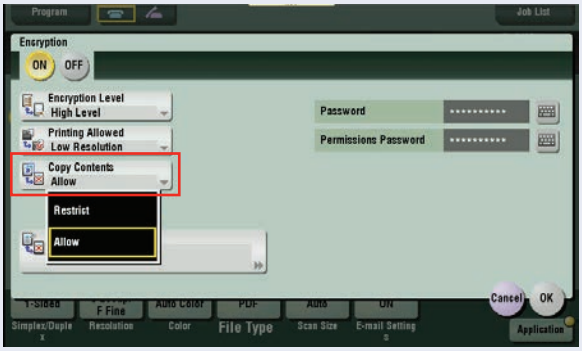
    NOTE: Document Permission Password cannot be the same as Encryption Password.

15. Touch **OK**.

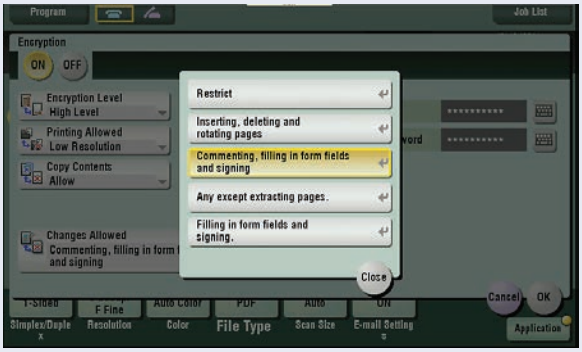
16. Touch **Printing Allowed Restrict**.
17. Select **Low Resolution**.



18. Touch **Copy Contents Restrict**.
19. Select **Allow**.



20. Touch **Changes Allowed Restrict**.
21. Select **Commenting, Filling in Form Fields and Signing**.
22. Touch **OK** 3x until you're back at the **Scan/Fax** address screen.



SEND FILE VIA EMAIL

23. Select **Email Destination**.
24. Press **Start**.
25. Document is scanned and sent.

LEGAL VERTICAL MARKETS

Useful Tips:

- Security is of great concern for the legal industry and having a Password Encrypted PDF File Type would ensure the document is secure and give peace of mind for the legal professional.

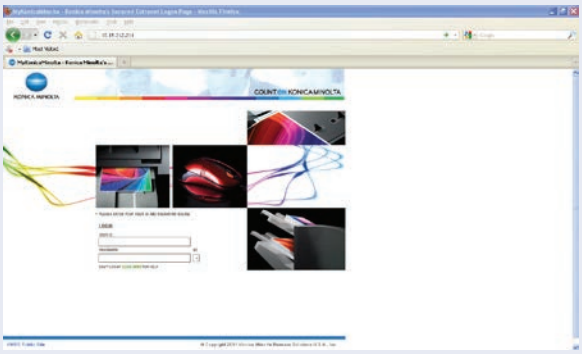
Registering an Email One Touch Button

Pre-requisites:

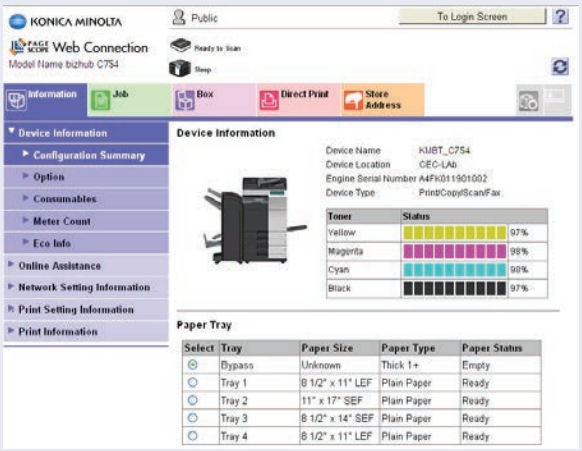
For Scan-to-Email to work the device must be configured to allow Scan-to-Email. Please verify this has been set up with the installing technician or appropriate office personnel.

PROCEDURE:

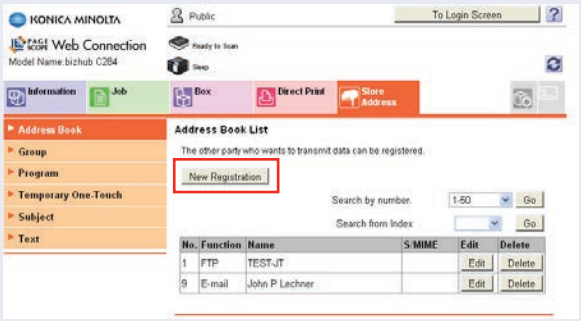
1. Open an **Internet Browser** i.e.… **Internet Explorer** or **Mozilla Firefox**.
2. Enter the **IP Address** of the **MFP** in the address bar you desire to add the Email one touch button to. IP Address example **192.168.1.230**.



3. Press the **Enter** key on keyboard. This will take you to the **general** PSWC page of that device.
4. Select the **Store Address** tab.

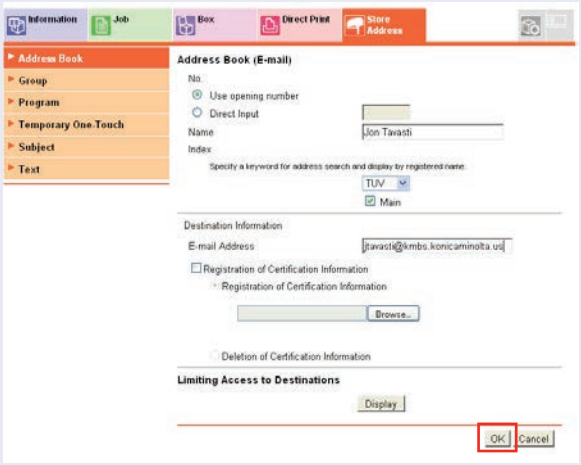


5. Select **New Registration**.



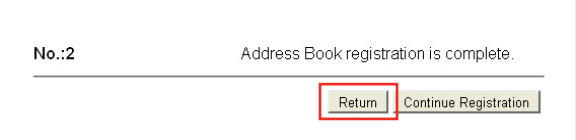
6. Click **Email** button.
7. Select **OK**.

8. Select **Use Open Number**.
9. Enter the name of the person to be added to the Address Book.
10. In **"Specify a keyword for address search..."** select the dropdown portion of the address book you would like the address to appear.



11. Check **Main** box for the new address to appear on the **Home** screen for **Scan/Fax**.
12. Enter the **Email** address to the person being added to the address book.
13. Select **OK** at the bottom of the page.

14. You will receive a message *"Address Book registration is complete."*



15. Select **Return**.

16. Walk to the MFP where you registered the Email address into the Address Book. Touch **Scan/Fax** icon and locate your Email address.

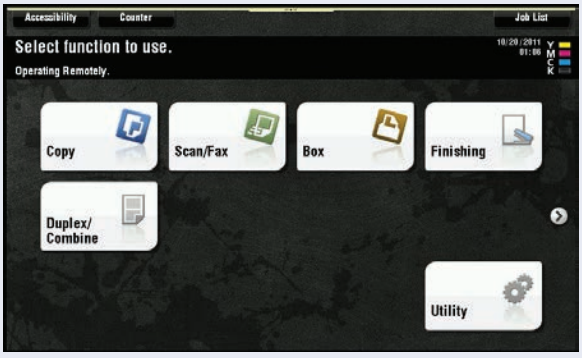
Registering Scan Subject Lines

A Real Estate office employs many agents and they need to communicate with their clients on a daily basis in an efficient and productive manner. The ability to pre-register default subject lines allows the realtor to store commonly used subject lines and retrieve them in an instant.

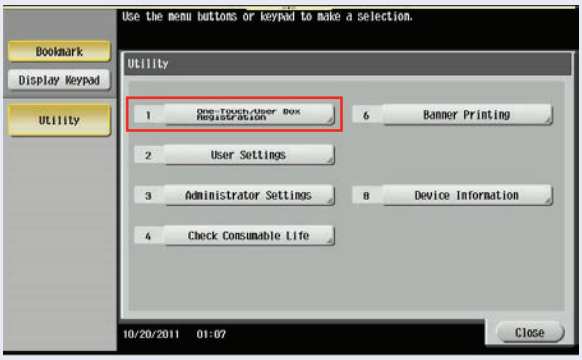
Up to 10-Email subjects can be registered. Once registered, it is easily accessible when sending and Email.

1. If not on the **Home** screen press the **Menu** key .

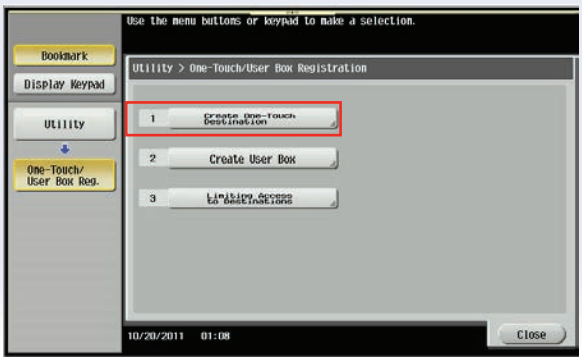
2. Select the **Utility** icon.



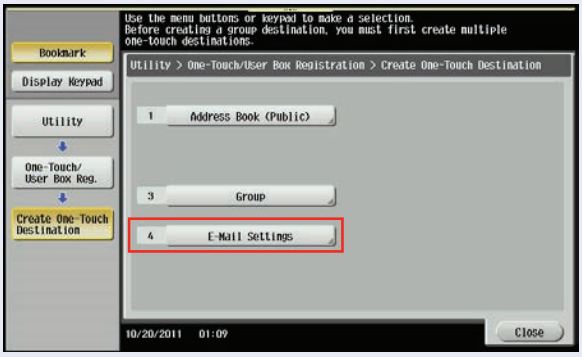
3. Touch **#1 One-Touch/ User Box Registration**.



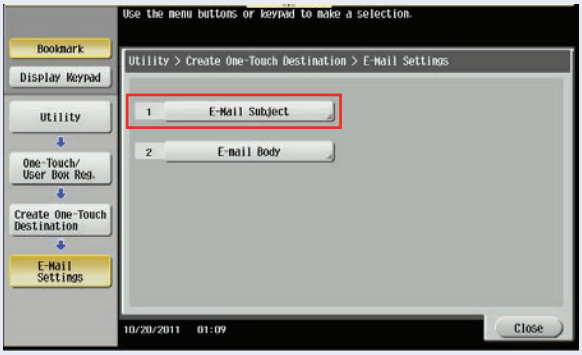
4. Touch **#1 Create One-Touch Destination**.



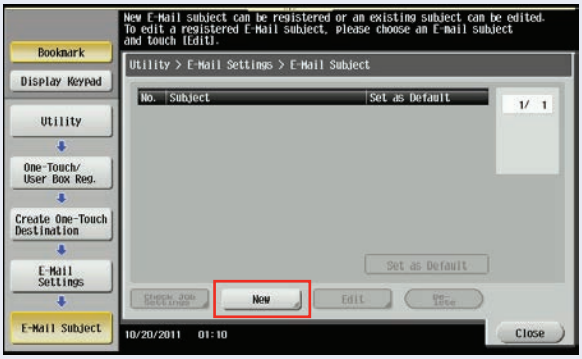
5. Touch **#4 Email Settings**.


Use the menu buttons or keypad to make a selection.
Before creating a group destination, you must first create multiple one-touch destinations.
Bookmark
Display Keypad
Utility
One-Touch/ User Box Reg.
Create One-Touch Destination
Utility > One-Touch/User Box Registration > Create One-Touch Destination
1 Address Book (Public)
3 Group
4 E-Mail Settings
10/20/2011 01:09
Close

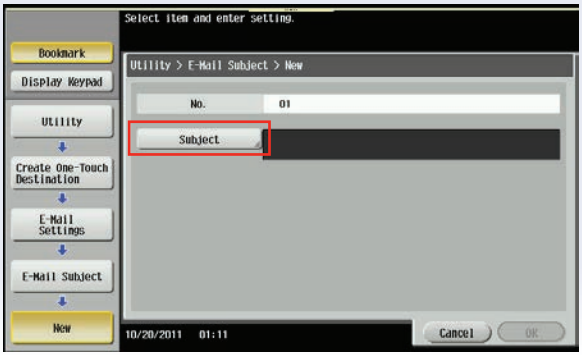
6. Touch **#1 Email Subject**.



7. Touch **New**.


New E-Mail subject can be registered or an existing subject can be edited. To edit a registered E-Mail subject, please choose an E-mail subject and touch [Edit].
Bookmark
Display Keypad
Utility
One-Touch/ User Box Reg.
Create One-Touch Destination
E-Mail Settings
E-Mail Subject
Utility > E-Mail Settings > E-Mail Subject
No. Subject Set as Default
1/ 1
Set as Default
New
Edit
10/20/2011 01:10
Close

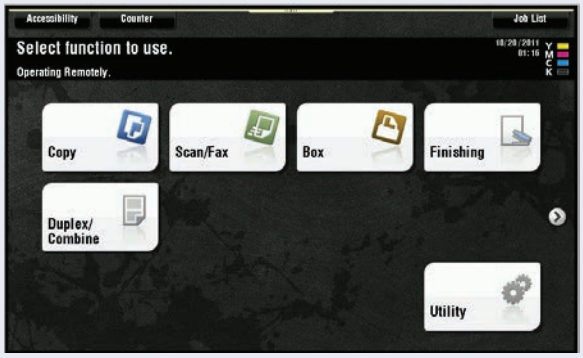
8. Touch **Subject**.



9. Enter **Subject**, up to 64 characters can be entered (type **“Title Documents”**).
10. Press **OK** twice.
11. The Email subject has been registered.
12. Press **Close** until you return to the main screen.

Selecting a Pre-registered Subject Line when sending an Email

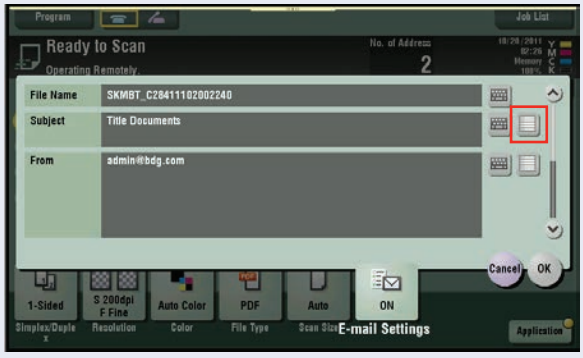
1. If not on the **Home** screen press the **Menu** key .
2. Select the **Scan/Fax** icon on the **Home** screen.
3. Load **Original** in **Document Feeder**.



4. Touch **Address Book** and select an **Email destination(s)**.

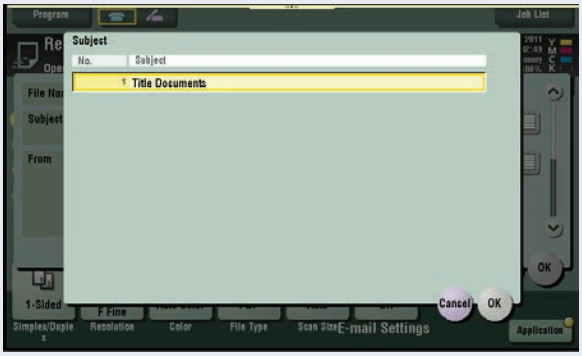
5. Touch **Email Settings** tab.

   NOTE: The Document Name, Subject, From and Body fields appear. The default document name and default subject line appear in their respective fields.



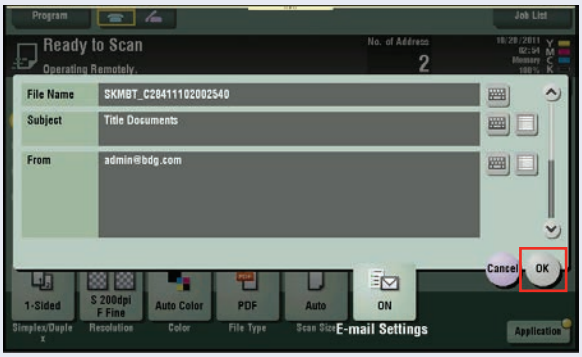
6. Touch the **Subject Line** icon (next to the keyboard icon).

7. Highlight the desired subject (**"Title Documents"**).



8. Touch **OK**.

   NOTE: The registered subject selected in the previous step will appear in the subject line (and the selected subject will appear in the subject line of the received Email message).



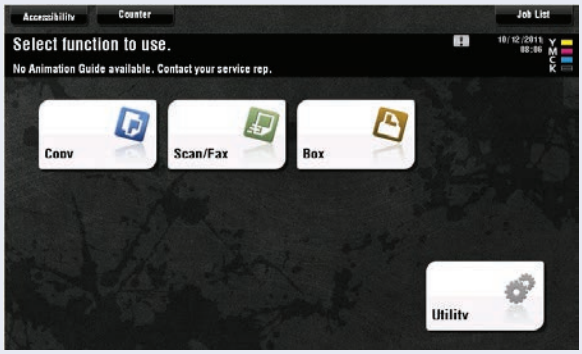
9. Touch **OK**.

10. Press **Start** to send the Email.

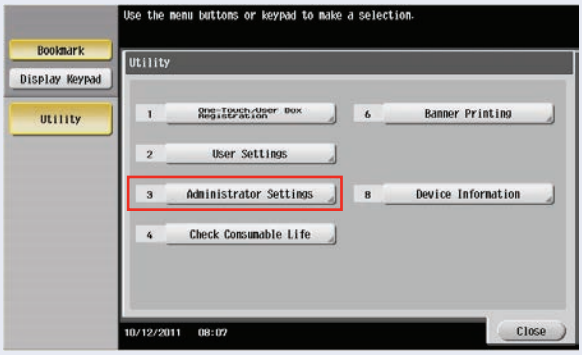
Adding Menu Keys to the Home Screen

Application Icons can be placed on the main screen to allow quick access to frequently used functions. These are the steps to add a scan function key to the home screen.

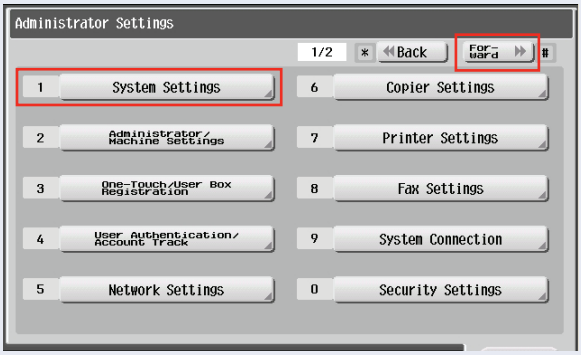
1. If not on the **Home** screen Touch the **Menu** hard key on the **Control Panel** .
2. Touch the **Utility** icon.



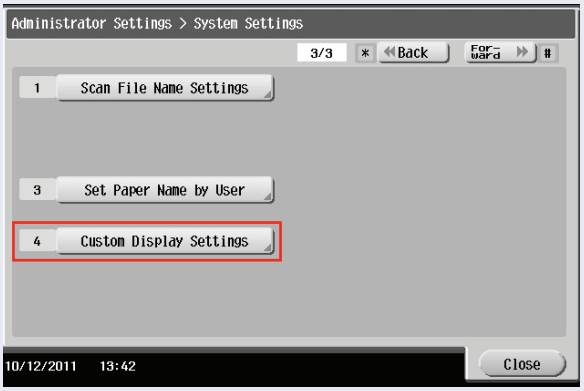
3. Touch the **#3 Administrator Settings** key**,** enter **1234567812345678** and touch **OK**.



4. Touch the **#1 System Settings** key and press the **Forward (▶▶) Arrow** twice to get to the **3/3** screen.

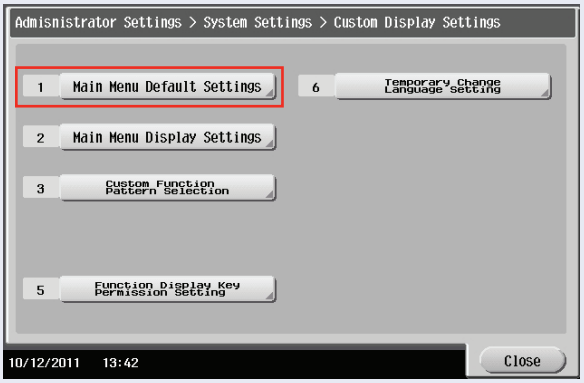


5. Select the **#4 Custom Display Settings** key.

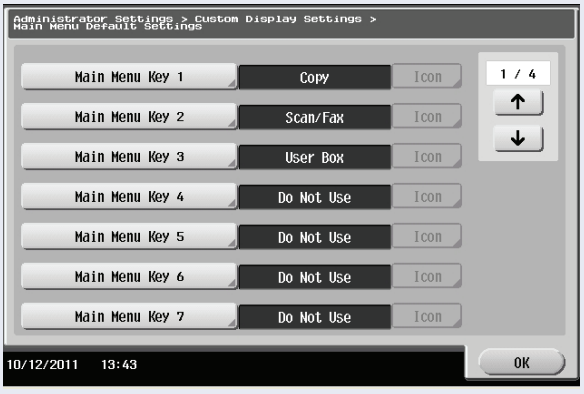


6. Select the **#1 Main Menu Default Settings** key.

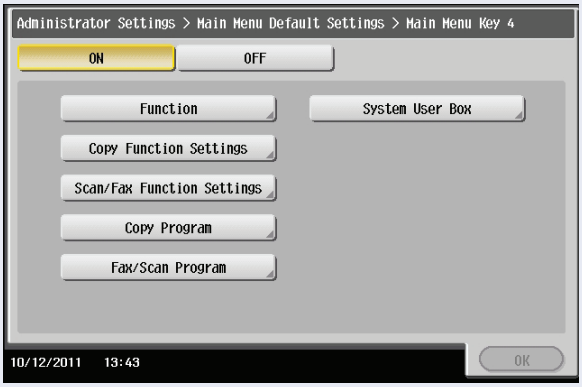
   NOTE: There are 20 possible keys that can be added to the HOME screen. The first 3 keys by default are set to COPY, SCAN/FAX and USER BOX. DO NOT CHANGE THESE KEYS.


Admisnistrator Settings > System Settings > Custom Display Settings
1 Main Menu Default Settings
6 Temporary Change Language Setting
2 Main Menu Display Settings
3 Custom Function Pattern Selection
5 Function Display Key Permission Setting
10/12/2011 13:42
Close

7. Touch any unassigned **Main Menu** Key.


Administrator Settings > Custom Display Settings > Main Menu Default Settings
Main Menu Key 1 Copy Icon
Main Menu Key 2 Scan/Fax Icon
Main Menu Key 3 User Box Icon
Main Menu Key 4 Do Not Use Icon
Main Menu Key 5 Do Not Use Icon
Main Menu Key 6 Do Not Use Icon
Main Menu Key 7 Do Not Use Icon
1 / 4
10/12/2011 13:43
OK

8. On the next screen touch the **ON** key.

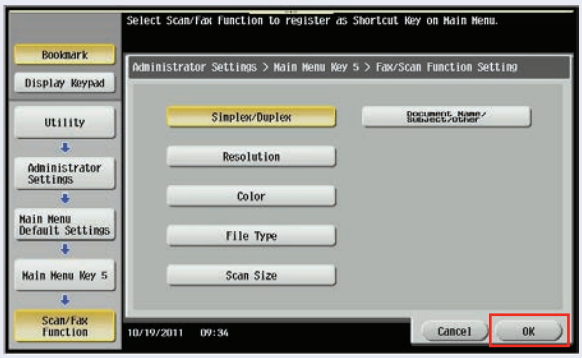


9. Select the **Scan/Fax Function Settings** key.

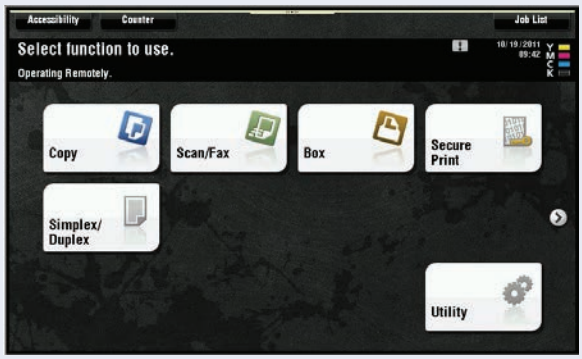
NOTE: There are additional choices available on the screen. The intention of this exercise is only to familiarize the user with the procedure to add a key to the home screen. In practical use the same steps can be taken to add ANY of the available functions as Menu Keys on the home screen.

10. Select one of the scan functions displayed. Example: **Simplex/Duplex**.

11. Press **OK** twice and press **Close** 4 times to exit.



12. Press the **Menu** key on the **Control Panel**. The new icon is displayed.



Blank Page Removal — Scan

Pre-requisite:

The file can be sent as an SMB scan, FTP scan or EMAIL attachment.

A one-touch Email or SMB button should be registered on the device in your office or showroom for demonstration purposes. If none are registered on the device, please refer to the Job shop titled

Registering an Email One Touch Button

Have a multi-page original document with a few blank pages inserted in the document

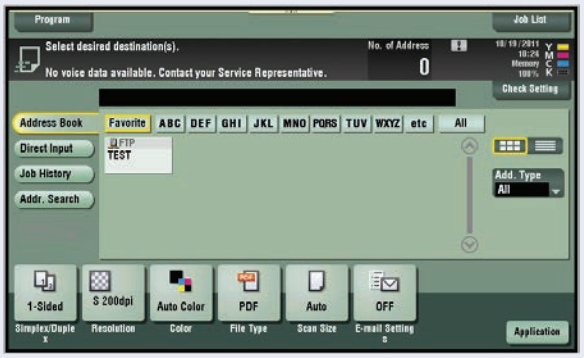
If not on the **Home** screen touch the **Menu** key on the **Control Panel** .
Touch the **Scan/Fax** icon

APPLICATION

Your prospect regularly scans large documents and does not want any blank pages to be sent in the final document. Right now they scan it to their desktop and manually delete each blank page before sending or saving the document. This is time consuming and irritating. The bizhub has the ability to detect and remove blank pages from a scanned document.

PROCEDURE

1. Place the originals in the **Document Feeder**.
2. Select a **Registered One-Touch Destination**.
3. From the **Scan/Fax** main screen touch **Application**.



4. Touch **No Original Settings**.

5. Touch **Blank Page Removal**.
6. Touch **OK**.
7. Touch **Close**.
8. Touch **Start**.
9. Open the file or Email attachment.

10. Notice that the blank pages have been removed.

BENEFITS TO THE CUSTOMER

- Saves paper by eliminating blank pages when the document is printed.
- May assist a company with its “green” initiatives.
- Saves time associated with editing scanned documents.

LEGAL VERTICAL MARKETS

Qualifying Questions:

- Do you have legal documents that have blank pages inserted as section separators instead of tabs and you would like to make 2-sided copies without the blank pages?
- Do you receive documents from other law firms with many blank pages at the end of a section and you prefer to have them eliminated when you make copies to save on paper?
- Do you have or receive copies/originals that have a mixed sequence of single and double-sided sheets and you do not want any blank pages?

Useful Tips:

- Law firms often produce and receive large amount of documents that are 1-sided or 2-sided with blank pages or a mixed of both 1-sided or 2-sided pages and to save on paper, the Blank Page Removal feature would be very useful.

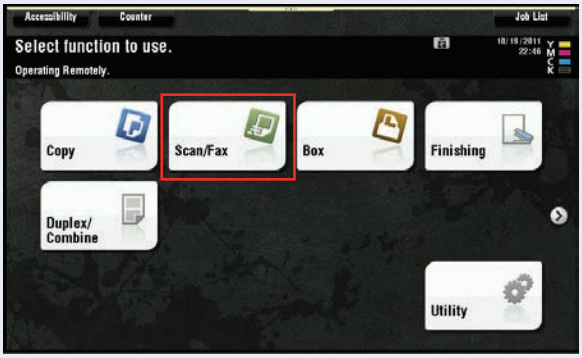
Save and Print

This function allows the user to make copies of the document being scanned in one operation.

Parameter	Description
Copies	Use the keypad to type in the number of copies to be printed. A number between 1 and 9999 can be specified.
Simplex/Duplex	Select whether a single-sided or double-sided copy is to be printed.
Staple	Select whether or not the prints will be stapled. If they will be stapled, select the number of staples and the position.

If not on the **Home** screen touch the **Menu** key on the **Control Panel** .

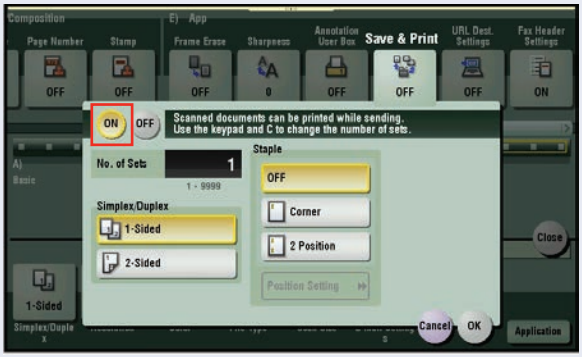
1. Touch **Scan/Fax** icon on the **Home** screen.



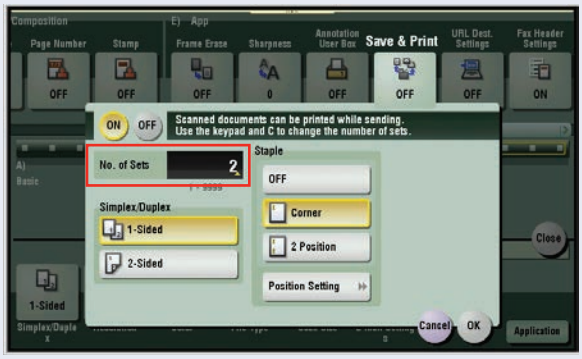
2. Touch **Application**.

3. Move the **Slider** touch **E** on the panel.

4. Touch **Save & Print**.
5. Touch **ON**.

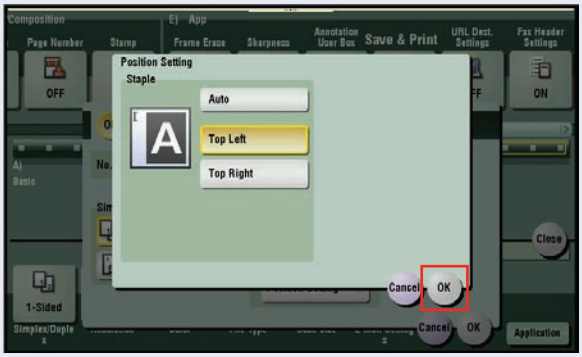


6. Enter **# of Sets** (1-9999) using numeric keypad.
7. Select **1-Sided** or **2-Sided** output.



8. Select **Staple Options** if needed (Staple: **"Off," "Corner," "2-Position, "Position Setting"**).

If "2-Position" is selected, then select Position Setting and choose the position of the staple.



9. Touch **OK**.
10. Touch **Close**.
11. Select **Destination**.
12. Press **Start**.

Finishing options available will vary based on how the bizhub MFP is configured. If a finisher is not attached, you will not be able to staple output.

Multiple File Attachment to Email using the Attachment Method Function

WHAT & WHY

Send separate, multiple documents to an Email destination

The Multiple File Attachment feature using the Attachment Method function enables users to scan several documents, attach the documents as separate files, and send them all via one Email. Multiple data arrangements circumvent the need to combine very different documents into one file or send multiple Emails to keep the documents separate.

FUNCTION DESCRIPTION

Multi Page – Select to combine all scanned original data and save as a single file. This setting cannot be selected if "JPEG" or "PPTX" is selected for the file type.

Page Separation – Select to divide the scanned data at a specified page. Using the keypad, enter the number of pages to be saved in a file. (Notice that this number appears on the Scan Setting screen in the File Type box.)

Email Attachment Method – Specify the method for attaching a file to an Email when Page Separation is selected.

All Files Sent as (1) Email – Attaches all files to one Email.

- File attachment maximum to one Email is 300. If the file count exceeds 300, files are split and sent as multiple Email messages.

One (1) File per Email – Attaches one file to one Email.

NOTE: When saving a document in a User Box, it is saved with [Multi Page] while Page Separation is specified. Page Separation is enabled when sending by Email, SMB, or FTP.

APPLICATION

An office coordinator needs to send a copy of an expense report, time sheet, and travel directions to a colleague at a remote location. The coordinator wishes to scan the hard copy documents and send them via Email. However, sending these separate files via one Email with a single attachment really isn't an option; how will her colleague retrieve and file all the separate documents without manipulating the attached file? Sending each document as a separate Email would just be wasting time. You've indicated that using the Attachment Method function on the bizhub provides multiple options for sending separate, multiple files via one Email. The office coordinator has asked you to show them how to enable this function.

PROCEDURE

If not on the **Home** screen touch the **Menu** key on the **Control Panel** .

1. Press **Scan/Fax** icon on the **Home** screen.
2. Touch **File Type**.
3. Touch **Page Separation**.

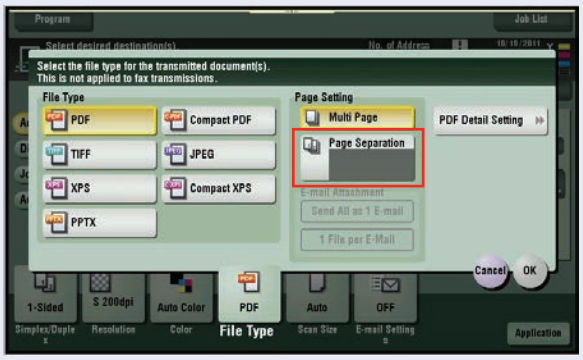
   NOTE: This will enable the Email Attachment Method area.

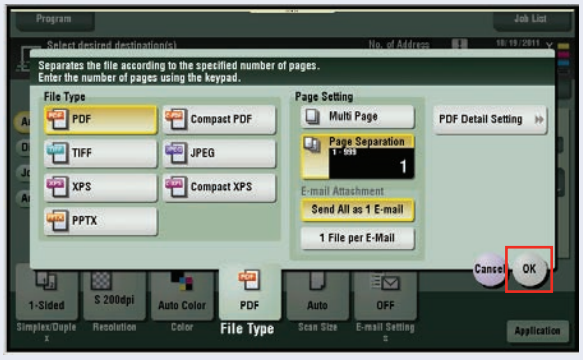
4. Select how your Email attachments should be configured:

   a. **All Files Sent as one (1) Email**.

   b. **One (1) File per Email**.

5. Press **OK** 2x.
6. Select **Destination(s)**.
7. Press **Start**.





Programming Register Keys

Pre-requisites:

Requires Administrator rights.

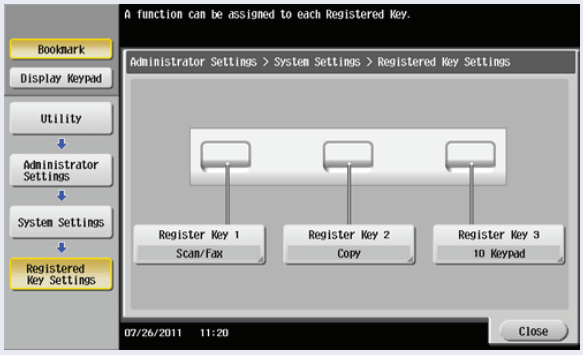
BUSINESS APPLICATION

Customer wants to program the Register Key 1, Register Key 2 and Register Key 3 (hard keys) to access Scan/Fax functions, Copy Functions and 10 Keypad. Other options available to them should they want to change which functions are associated with each of the Register Keys include User Box and Utility. Other selections (such as APP) may also be available. The available selections are based upon how the machine is configured.

AT THE MFP

If not on the **Home** screen touch the **Menu** key on the Control Panel .

1. Touch the **Utility** icon.
2. Touch **Administrator Settings**.
3. Enter **Password** (default is **1234567812345678**) and touch **OK**.
4. Touch **System Settings**.
5. Touch the right arrow ▶▶ to advance to screen 2/3.
6. Touch **Registered Key Settings**.
7. Touch **Register Key 1**.
8. Touch **Scan/Fax**.
9. Touch **OK**.
10. Touch **Register Key 2**.
11. Touch **Copy**.
12. Touch **OK**.
13. Touch **Register Key 3**.
14. Touch **10 Keypad**.
15. Touch **OK**.
16. Touch **Close 4x**.

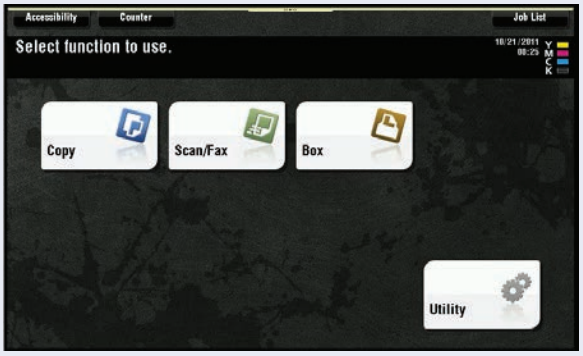


Adding User Box Shortcut Keys

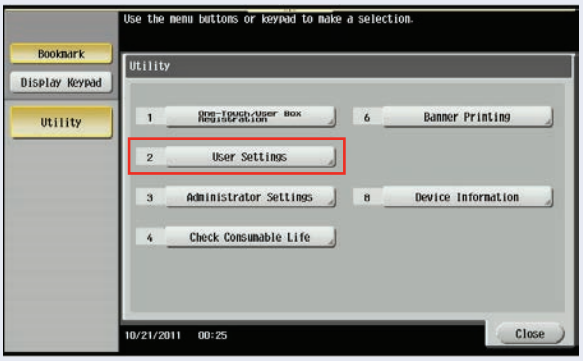
Two keys can be placed on the opening screen of the User Box mode as a shortcut to over 10 additional User Box functions not available on the opening screen.

1. If not on the **Home** screen press the **Menu** key .

2. Touch **Utility** icon on the **Control Panel**.

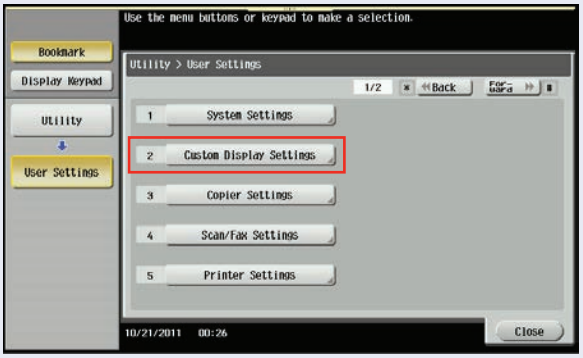


3. Touch **#2 User Settings**.

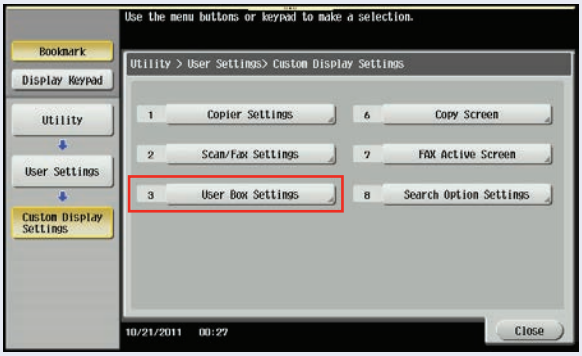


4. Touch **#2 Custom Display Settings**.

   NOTE: Two "Shortcut Keys" can also be programmed for "Copy Mode"

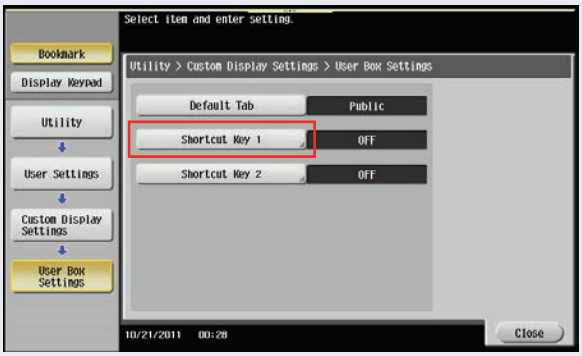


5. Touch **#3 User Box Settings**.

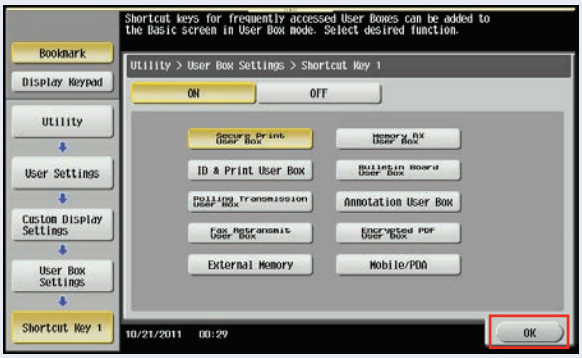


6. Touch **Shortcut Key 1**.

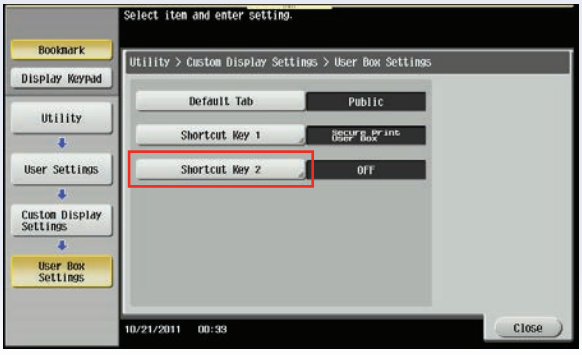
   NOTE: To cancel the Shortcut Key, touch "Off"



7. Touch **ON**.
8. Select **Secure Print User Box**.
9. Touch **OK**.



10. Touch **Shortcut Key 2**.



11. Touch **ON**.
12. Select **Encrypted PDF User Box**.
13. Touch **OK**.
14. Press **Close** 4 times until you return to the **Home** screen.

15. Touch **Box** and verify that the 2 shortcut keys are visible on the left side of the screen.